

ENVIRONMENTAL HEALTH DIRECTOR

JOB TITLE: Environmental Health Director

GRADE: 24

JOB CODE: 3001

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction of the director of the local health department plans, develops, organizes and directs a comprehensive environmental health program.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Makes policy decisions subject to administrative approval and initiates plan for environmental health programs based on environmental and public health laws and regulations, to prevent health hazards to the consumer.

Gives guidance and direction to subordinate program administrators within the district.

Studies and analyzes operational procedures.

Prepares detailed and comprehensive reports and recommendations.

Meets with public groups to explain programs and engender public interest and support.

Prepares administrative rules, regulations and policies relating to environmental health programs.

Reviews and replies to correspondence.

Develops administrative methods for the purpose of achieving effective utilization of time and efficient operation of the environmental health program.

Collaborates with other staff in maintaining a continuous program of public information.

Addresses civic and other public groups and organizations.

SUPERVISION RECEIVED: Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

SUPERVISION EXERCISED: Direct supervision of environmental health supervisory staff.

JOB SPECIFICATIONS:

JOB TITLE: Environmental Health Director (Cont'd)

JOB CODE: 3001

Knowledge and Abilities:

Considerable knowledge of the principles of chemistry, biology, geology and other natural sciences as applied to environmental health.

Considerable knowledge of state and applicable local health laws and regulations.

Considerable knowledge of departmental policy, rules and regulations as applied to environmental health.

Considerable knowledge of the methods and techniques required to perform environmental health inspections.

Considerable knowledge of the organization of and relationships among state, county and municipal governments in matters relating to environmental health activities.

Considerable skill in interpreting laws, policies, procedures, rules and regulations pertaining to environmental health.

Considerable skill in communicating effectively both orally and in writing.

Considerable ability to supervise a staff of environmental health professionals in performing a full range of environmental health programs or in a specialized program area.

Ability to train, coordinate, review, and evaluate the activities of assigned health environmentalists.

Ability to evaluate quality of services and to determine compliance with all applicable statutes and regulations.

Ability to perform applicable personnel functions.

Minimum Education, Training, and Experience Requirements: Bachelors degree from a college or university with a minor or the equivalent (24 semester hours) in environmental health, biological or physical sciences. Five years experience in the environmental health field, at least one year of experience in an administrative or supervisory capacity in a health or health related job responsibility.

(Note: an individual upon employment must become registered under the provisions of KRS 223 prior to becoming a permanent employee.)

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

ENVIRONMENTAL HEALTH SUPERVISOR

JOB TITLE: Environmental Health Supervisor

GRADE: 22

JOB CODE: 3003

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction of the environmental health director or the director of the local health department, performs work of considerable difficulty in supervising a staff of environmental health professionals engaged in a comprehensive environmental health program. The incumbent would be considered as a first-line supervisor combining supervisory and ongoing environmental health program responsibilities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Supervises a staff of health environmentalists engaged in providing a full range of environmental health programs in an assigned area.

Assigns and monitors the work of staff in the inspection of food service establishments, tourist accommodations, swimming pools, sewage system installations and other environmental health programs.

Reviews work to monitor and correct deficiencies relative to such areas as inspection/evaluation techniques, application of existing environmental health regulations, proper completion of forms and reports, employment of accepted public relations approaches and consistency of regulatory enforcement.

Performs such personnel functions as preparing performance appraisals, approving leave and monitoring leave usage, interviewing job applicants, conducting disciplinary interviews and initiating adverse actions.

Provides on-the-job training for new personnel or for personnel demonstrating deficiencies in a certain area.

Performs environmental health activities of the senior health environmentalist and/or performs more technically sensitive environmental health activities requiring a higher degree of expertise.

Provides professional advice to local government, civic groups and individuals on problems relating to environmental health promotes public and local government interest in environmental health through lectures/speeches, films and information pamphlets.

Represents the department to other governmental agencies, architects, engineers, builders, contractors to provide information and answer questions concerning environmental health procedures, laws, and regulations.

JOB TITLE: Environmental Health Super. (Cont'd)

JOB CODE: 3003

Collects statistical data, prepares and submits reports regarding department activities and operation and completes special projects.

Evaluates and recommends improvement in department operation, procedures and services.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: Position would be a first-line supervisor or equivalent supervising professional health environmentalists and support staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of the principles of chemistry, biology, geology, and other natural sciences as applied to environmental health.

Knowledge of state and applicable local health laws and regulations; of departmental policy, rules and regulations as applied to environmental health.

Knowledge of the methods and techniques required to perform environmental health inspections, conditions that cause and methods to prevent environmental health hazards and testing equipment applicable to environmental health inspections.

Good knowledge of the organization of and relationships among state, county, and municipal governments in matters relating to environmental health activities.

Considerable skill in communicating effectively, both orally and in writing;

Considerable ability to independently administer an environmental health program; to interpret and apply detailed regulations for a full range of professional environmental health activities or a specialized program area in a consistent and uniform manner.

Considerable ability to establish priorities, establishing guidelines and goals.

Ability to develop and maintain effective working relationships with managers, county authorities, and the general public.

Ability to provide assistance to environmental health professionals or supervise staff in environmental health activities.

JOB TITLE: Environmental Health Super. (Cont'd)

JOB CODE: 3003

Minimum Education, Training, and Experience Requirements: Bachelors degree from a college or university with a minor or the equivalent (24 semester hours) in environmental health, biological or physical sciences. Four years of experience in the environmental health field.

(Note: an individual upon employment must become registered under the provisions of KRS 223 prior to becoming a permanent employee.)

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SENIOR HEALTH ENVIRONMENTALIST

JOB TITLE: Senior Health Environmentalist

GRADE: 19

JOB CODE: 3005

DATE: 11/8/95

GENERAL FUNCTION: Under general supervision of the environmental health supervisor or the director of the local health department, performs work of moderate to complex in difficulty in the inspection of facilities, and the investigation and resolution of environmental complaints and nuisances. The incumbent has completed all the required on-the-job training and educational programs, passed all the examinations of certification processes required to work in the various environmental health programs, and has demonstrated competence to assume responsibility.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Inspects establishments or facilities for compliance with state regulations.

Completes an inspection checklist noting findings, irregularities, and recommendations; identifies and discusses problem areas with the owner or manager and recommends solution to the problem; conducts a follow-up inspection to ensure compliance with regulatory requirements; may conduct training classes in all environmental areas.

Reviews plans for new construction and modification of regulated facilities to ensure compliance with regulations; makes recommendations for approval or disapproval of plans.

Performs regular inspections of tourist accommodations, schools, and swimming pools to ensure compliance with state and local regulations pertaining to environmental health.

Performs the initial investigation of food-borne illnesses; interviews parties concerned; secures food samples for analysis; writes report of investigation for use by health officials.

Reviews plans for on-site sewage systems for residences, institutions, and other construction; checks for sufficient capacity; gathers and reviews topographical data, water table depth, soil analysis data, percolation tests, and other physical characteristics that would affect operation of the proposed system; performs on-site inspection prior to approval; approves or rejects installation of system or makes recommendations for changes in system location or configuration.

Investigates complaints regarding pollution, housing, insect or rodent infestation, or other health-related problems; attempts to solve problems through negotiation; initiates legal action if applicable or necessary; refers to appropriate health department personnel if problem is major; may supervise paraprofessional employees.

JOB TITLE: Senior Health Environmentalist (Cont'd)

JOB CODE: 3005

Conducts health surveys relating to potential environmental health hazards; makes recommendation to management.

Reviews legislation, policies, and program standards.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

SUPERVISION EXERCISED: May serve as working supervisor or lead person in supervising health environmentalist or support staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Good knowledge of the principles of chemistry, biology, geology, and other natural sciences as applied to environmental health and sanitation; of state, local and departmental policy, rules and regulations as applied to environmental health; of the methods and techniques required to inspect regulated establishments and facilities, of conditions that cause and methods to prevent environmental health hazards; of testing equipment applicable to environmental health inspections.

Considerable skill in communicating effectively, both orally and in writing.

Working skill in performing arithmetic computations; in conducting routine inspections of facilities; in interpreting departmental policies and guidelines and state and local rules and regulations for inspection purposes; in identifying conditions that cause environmental health hazards and providing preventive solutions; in the use of applicable testing and inspection equipment.

Considerable ability to independently perform sampling and/or inspection duties and determine compliance with all applicable environmental health laws and regulations; to understand the organization of and relationships among state, county and municipal governments in matters relating to public health activities.

Working ability to identify regulatory infractions and recommend corrective action; to develop and maintain effective working relationships with managers, county authorities and the general public.

Minimum Education, Training, and Experience Requirements: Four-year degree from a college or university, with a minor or equivalent course work (24 semester hours) in environmental health, biological or physical science. One year of experience as

JOB TITLE: Senior Health Environmentalist (Cont'd)

JOB CODE: 3005

a health environmentalist or other experience where the necessary knowledge and abilities have been acquired.

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HEALTH ENVIRONMENTALIST

JOB TITLE: Health Environmentalist

GRADE: 15

JOB CODE: 3006

DATE: 11/8/95

GENERAL FUNCTION: Under immediate supervision performs work of moderate difficulty while receiving training in the application of environmental health programs and in the enforcement of regulations through formal classroom training and on-the-job experience; may perform duties independently but with close monitoring by professional supervisory personnel; and performs related work as required. The training programs would consist of a required "core training program" where several aspects of the environmental health responsibilities would be defined. Program standards, applicable legislation and regulation would be reviewed, and technical and programmatic content would be presented.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Receives refresher training in chemistry, biology, geology, and other natural sciences applicable to environmental health; receives classroom training and situational assignments on the content and philosophy of environment health regulations; performs work in inspection and public contact situations with close monitoring by local and district supervisory professionals; receives frequent critiques of work methods.

Accompanies experienced health environmentalists on inspections of establishments and facilities, tourist accommodations, water systems, on-site sewage systems, schools, and swimming pools; performs initial inspections under immediate supervision.

Assists experienced health environmentalists in conducting comprehensive surveys to detect potential health hazards; receives training in the interpretation of data.

Accompanies health environmentalists in securing water samples, investigating nuisance complaints and other duties;

Inspects food establishments for compliance with state regulations pertaining to sanitation; checks food storage areas for cleanliness; observes food handling practices for proper hygiene; checks condition of food service equipment for proper operation cleanliness; checks garbage disposal and sewage systems for disease hazards; completes and discusses problem areas with the owner, manager, and recommends solution to the problem; conducts a follow-up inspection to ensure compliance with regulatory requirements; may conduct training classes for food service employees in proper food-handling techniques.

Performs regular inspections of tourist accommodations, schools, swimming pools, to ensure

JOB TITLE: Health Environmentalist (Continued)

JOB CODE: 3006

compliance with state and local regulations pertaining to environmental health.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: No supervisory responsibility required.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Good knowledge of the principles of chemistry, physics, biology, geology or other natural sciences applicable to environmental health and sanitation.

Working skill in communicating effectively, both orally and in writing; in performing arithmetic computations.

Working ability to learn to apply and explain rules and regulations in the area of environmental health; to learn techniques and procedures pertinent to the inspection of food service establishments, tourist accommodations, water systems, on-site sewage systems, schools, and swimming pools; to learn to identify and correct conditions that may cause environmental health hazards; to learn to use applicable testing equipment; to apply sampling or inspection procedures with consistency and objectivity; to work effectively with a wide variety of individuals; to learn to deal harmoniously with owners and/or managers in the correction of regulatory infractions.

Minimum Education, Training, and Experience Requirements: Four-year degree from a college or university, with a minor or equivalent course work (24 semester hours) in environmental health, biological or physical science. No experience required.

(Note: an individual upon employment must become registered under the provisions of KRS 223 prior to becoming a permanent employee)

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